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**JOB DESCRIPTION:**

**OUTREACH TEAM MEMBERS (Short term)**

**About EBASE**

The **East Bay Alliance for a Sustainable Economy** (EBASE) has a 21-year track record of advancing economic, and racial justice by building a just economy in the East Bay based on good jobs and healthy communities. We address the root causes of economic injustice by developing strategic alliances among community, faith, and labor to build power and create change with low-income workers and communities of color.

**Position Overview**

We're looking for people to join our exciting outreach campaign increasing community engagement and spreading COVID-19 safety and awareness in Concord. We are building a team of community members to educate and mobilize residents around COVID-19 safety, rights, vaccine information, and how to get more involved in their neighborhood.

We are currently seeking to fill positions for Outreach Team Members. The Outreach Team will be responsible for contacting thousands of residents through door-to-door canvassing and text banking.

**ROLES AND RESPONSIBILITIES**

* Talk to many people daily about issues in our community through door-to-door canvassing and text banking.
* Enter data you collect from people using a tablet with a keyboard or touch screen.
* Complete accurate daily reports.
* Willingness and dedication to learn about and talk about current community issues.

**Expected hours of work**

Outreach Worker will work for 5 days per week (Sunday - Thursday) for 4-5 hours per day, starting on 05/23/21 ending on 07/15/21. Outreach Team members will be provided with a meal during their 30-minute break.

**Position Type and Compensation**

This is a temporary non-exempt hourly part-time position. Gross hourly pay is $20 per hour, 30 minutes of paid mealtime is included within the 5-hour workday. A weekly transportation allowance will be provided.

**Minimum Requirements:**

1. Must be reliable and committed to working every day of the assignment. This means five hours per day, five days a week. All Outreach Workers will be assigned to both text-banking and canvassing door-to-door during the campaign.
2. Ability to walk for at least 3 hours daily to canvass door-to-door. Outreach Workers will need to walk up to 10-12 city blocks in a shift.
3. Ability to read, memorize and deliver a page long script in English. Bilingual English/Spanish strongly preferred.
4. Automobile with current driver's license, current registration and proof of automobile insurance is required.
5. Ability to enter data into a tablet using a keyboard or touchscreen, while door-to-door canvassing and text banking.
6. Shared values with EBASE, dedicated to racial and economic justice.
7. Exceptional interpersonal skills.
8. Self-motivated and able to reach personal goals every night.
9. Strong verbal and written communication skills with the ability to talk clearly and concisely to hundreds of people a day about issues facing our communities.
10. Positive attitude, team player and interest in leadership development.
11. Basic technology skills.
12. Ability to fill out accurate daily reports.

**Helpful but not required:**

* Previous experience working on a campaign with a community organization, doing sales, or customer service.
* Bilingual English-Spanish strongly preferred.
* Familiarity with Concord.

**To apply, please fill out the form below and send to search@workingeastbay.org or fill out this linked** [**form here**](https://docs.google.com/forms/d/e/1FAIpQLSeJYIRjoUJlQBZQgcMZLuxTtYYmzWyLsI9hKGlCH3Kh0F23fw/viewform)**.**

***Last day to apply is 05/10 by \_3:00\_pm.***

**If you have any questions, please email Kristi Laughlin,** [**Kristi@workingeastbay.org**](mailto:Kristi@workingeastbay.org)

*EBASE is an Equal Opportunity Employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, mental or physical disability, gender identity, veteran status or criminal history.*

**APPLICATION FOR OUTREACH TEAM MEMBER**

***Last day to apply is 05/10 by \_3:00\_pm.***

**NAME:**

**PHONE NUMBER(S):**

**Text Ok? Yes No**

**EMAIL:**

**YEAR OF BIRTH:**

**ADDRESS (Street, City, Zip Code):**

**SOURCE - How did you hear about this job?**

**INTEREST - Why are you interested in this position with EBASE?**

**COMMUNITY: We work with a diverse group of communities including communities historically under-resourced. In your own community, name 3 improvements that you would like to see.**

**COMMUNITY EXPERIENCE: Do you have experience working with community groups (such as organizations or churches)? Please provide details.**

**CUSTOMER EXPERIENCE: Do you have any relevant experience that you think will help you qualify for this position, such as customer service or sales. Please provide details.**

**SKILLS: How you would describe your computer knowledge/skills (This will not impact our hiring decision but will let us know how much training to provide.): \***

**None**

**Intermediate**

**Proficient**

**Advanced**

**LANGUAGES: Do you speak any other languages than English? If so, which ones?**

**POLICIES: We have strict policies around absences, tardiness, and no substance use. How will you ensure your commitment to coming to work on time, every day (with the exception of excused absences)?**

**ACCESSIBILITY: Do you have any accessibility needs?**

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